



Mono County EMCC Meeting

July 29, 2003
9:00 a.m.



Mammoth Lakes Fire Department
1451 Old Mammoth Rd.
Mammoth Lakes, CA

AGENDA

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES**
- III. OLD BUSINESS**
 - A. ICEMA Website Update
 - B. County EOA Plan
- IV. NEW BUSINESS**
 - A. Review of Bylaws
 - B. Protocol Review
 - C. Other
- V. COMMITTEE/TASK FORCE REPORT**
- VI. OTHER/PUBLIC COMMENT**
- VII. COMMITTEE MEMBER REQUEST FOR NEXT MEETING**
- VIII. NEXT MEETING DATE AND LOCATION**
- IX. ADJOURNMENT**

The Mono County Emergency Medical Care Committee (EMCC) meeting facility is accessible to persons with disabilities. If assistive listening devices or other auxiliary aids or services are needed in order to participate in the public meeting, requests should be made through the Inland Counties Emergency Medical Agency at least three (3) business days prior to the EMCC meeting. The telephone number is (909) 388-5823, and office is located at 515 North Arrowhead Avenue, San Bernardino, CA.



MONO COUNTY EMCC MEETING MINUTES MAY 20, 2003



ATTENDANCE

Rosemary Sachs, PLN, Mammoth Hospital
Battalion Chief Bob Rooks, MLFD, EMT-P
Lori Baitx, RN, ED Nurse Manager, Mammoth Hospital
Sgt. Hap Hazard, Mono County Sheriff Department
Diane Fisher, ICEMA
Rick Johnson, MD, Mono County Public Health Officer

CALL TO ORDER

The meeting was called to order at 9:15 a.m.

APPROVAL OF MINUTES

February 21, 2003 minutes were approved.

OLD BUSINESS

- A. ICEMA Website will hopefully be up in a month.
- B. EOA final meeting is tomorrow, May 21, 2003.
- C. Bioterrorism Funding and Planning
 - 1. HRSA: Mammoth Hospital will receive the following:
 - a. PPE
 - b. Pharmaceuticals
 - c. Decon Tent
 - 2. DOJ Grant: MLFD received a decon tent.
 - 3. ReddiNet is not a feasible option for our rural area.
- D. There are three certified Haz-Mat instructors in the county from MLFD. A discussion ensued on basic classes for hospital and prehospital personnel.
- E. CDC Grants are in progress.
- F. Dr. Johnson gave an update on Smallpox and county education.
- G. Dr. Johnson spoke about the hospital and prehospital responsibilities with a possible SARS patient.

NEW BUSINESS

- A. EMCC Elections
 - 1. Bob Rooks and Rosemary Sachs have been elected to maintain their positions as Chairperson, and Co-chair of Mono County EMCC.
 - 2. The next meeting Sachs will bring copies of our Bylaws and the members will review.

- B. Discussion ensued on forming a County QI Committee, which would precede or follow our EMCC. Diane will send Bob Rooks information on developing this committee.
- C. Committee/Task Force Report typed out for review.

THE NEXT DATE AND LOCATION

July 2003, actual date, time, and place to be announced.

ADJOURNMENT

The meeting was adjourned at 10:00 a.m.



BY-LAWS OF
MONO COUNTY
EMRGENCY MEDICAL CARE COMMITTEE

ARTICLE I

NAME

This organization shall be known as the Mono County Emergency Medical Care Committee (EMCC).

ARTICLE II

GEOGRAPHIC AREA

This committee will serve all of Mono County.

ARTICLE III

Authority for establishing the Emergency Medical Care Committee has been provided by California Health And Safety Code, Chapter 9, Section 1751.

ARTICLE IV

PURPOSE

The Committee:

- A. Shall function in an advisory manner of the local EMS Agency known as the Inland Counties Emergency Medical Agency (ICEMA).
- B. Shall participate in the planning process for the establishment of goals, objectives, policies, and procedures for the local EMS Agency.

- C. Shall assist in the establishment and offer advice on policy and procedures governing pre-hospital care in Mono County.
- D. Encourage and educate the public to understand the nature of pre-hospital emergency medical care and encourage support throughout the County for development and implementation of effective EMS plans.
- E. Review and periodically evaluate the County's EMS program needs, services, facilities and special programs.
- F. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process leading to the formation and adoption of the County EMS programs.
- G. It shall fulfill its reporting requirements of the California Health and Safety Code, Chapter 9, Section 1751.

ARTICLE V

MEMBERSHIP

- A. The Mono County Emergency Medical Care Committee shall consist of seven (7) voting members appointed for a period of two (2) years.
- B. Members shall have a professional interest in, or personal commitment to pre-hospital emergency medical care in their community. The members shall include representatives from each of the local agencies actively associated with pre-hospital emergency medical care, represent various economic, social and occupational groups and shall broadly represent the demographic characteristics of the County. Agencies represented shall include:
 - Mono County Fire Chief's Association representative
 - Mono County Health Officer
 - Mono County Paramedic Coordinator
 - Mono County Sheriff/Coroner
 - Mammoth Hospital CEO
 - Mammoth Hospital Paramedic Liaison Nurse
 - Mammoth Hospital EMS Director
- C. In the event that prior to the expiration of his/her term, a member ceases to retain the status, which qualified him/her for appointment to the committee, his/her membership on the committee shall terminate. The vacancy will be filled by the Mono County Board of Supervisors after recommendation from the members of the EMCC.
- D. An alternative representative who, when recognized in that capacity by the committee chairman, will have the rights and voting privileges of the official committee member in his/her absence.
- E. The members of the committee may be removed for cause pursuant to standards adopted by the committee, which are consistent with the provisions of the Health and Safety Code.

ARTICLE VI

OFFICERS & DUTIES

- A. Elections of officers will occur during the first annual meeting.
- B. Officers: General Duties
 - 1. *Chairperson*
Call regular and special meetings, approve the agenda, preside over meetings, conduct and expedite business in the name of the committee.

2. *Vice-Chairperson*
Preside over meetings in the absence of the Chairperson.
 3. *Clerk*
Sign formal documents for the committee. Supervise preparation and distribution of minutes, the agenda, special reports and perform other duties as assigned.
- C. Term of office shall be for one (1) year.
- D. Only voting members may be elected officers.

ARTICLE VII

MEETING SCHEDULES

- A. Regular meetings shall be held at least quarterly.
- B. Special meetings shall be held at the discretion of the Chairperson.
- C. All meetings of the committee shall be open to the public.

ARTICLE VIII

PROTOCOL

- A. A quorum shall consist of voting committee members present at the meeting. A 2/3 majority of the quorum shall constitute a vote of the EMCC.
- B. All meetings shall observe Robert's Rules of Order.

ARTICLE IX

AMENDMENTS

Proposed by-law amendments shall be circulated to the committee in writing at least 15 days in advance of the meeting at which time a vote may be called.

ARTICLE X

RELATIONSHIP TO THE LOCAL EMS AGENCY

- A. The EMCC may submit any comments regarding the Mono County EMS programs to the local EMS Agency.
- B. At any time, if the committee desires, it may request an explanation to the Health officer for actions he/she has taken which relate to directly to the local EMS Agency.
- C. Any minority group within the structure of the committee may submit an official minority report.

Approved by Committee Action:

Signature on File

Chairperson